

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Delineator	DISTRICT/DIVISION/OFFICE 04/Consultant Services/ Drafting Services	
WORKING TITLE Delineator	POSITION NUMBER 904-105-3026-XXX	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the close supervision of the Supervisor of Drafting Services (SDS) the incumbent, in the Drafting Services Unit, works at the entry journeyman level performing skilled drafting work using a computer-aided design and drafting (CADD) workstation or traditional hand drafting tools. The incumbent will perform a wide variety of drafting services which includes the production of drawings, maps, sketches, charts and graphs, roadway design plans and construction details.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

- 60% (E) In preparation for project advertisement and contract award, the incumbent will prepare or assist in the preparation and revisions of project plans and a variety of roadway design which includes Title Sheets, Typical Cross Section, Utilities, Electrical and Drainage plans etc., detailed engineering sketches, topographic base maps along with scanning of hardcopy's to a digitize format.

- 25% (E) Prepares or assist in the redline revisions of during construction (As Built) drawing as directed by the Resident Engineer or SDS, update of Sign Log records.

- 10% (E) Perform drafting work on Addenda changes and maintain and implement the Standard Plans, CADD Users Manual and the Plans Preparation Manual, employing a variety of drafting techniques, graph presentation and methods including CADD.

- 5% (M) Make prints of new and revised plans for engineer's review.

SUPERVISION EXERCISED OVER OTHERS

Incumbent will not supervise others, but the incumbent may act in a lead capacity on specific projects.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Materials, methods, and equipment used in hand drafting; simple engineering mathematics, working knowledge of the operation of the CADD system that will optimize project plans editing. The ability to direct work to others, communicate effectively orally and in writing and follow written and oral instruction.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Errors and omissions that are not detected or corrected causes additional work for subsequent correction or, if not detected, can cause incorrect, or incorrectly located, construction of facilities with a resulting substantial cost and embarrassment to the State for correction, removal and reconstruction.

PUBLIC AND INTERNAL CONTACTS

Most contacts are with the SDS and engineering staff for assignments and direction. Also, having interactions with fellow drafting staff working on same project. There are no external contacts.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee is required to sit for long periods of time using a mouse and keyboard at a CADD workstation. Requires visual acuity sufficient to read engineer's marked prints at a normal reading distance and video monitors (2) at a distance of approximately three feet.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under reduced artificial lighting with windows blocked by blinds.

While we expect and promote internal transfers within the Division, for personal and professional development, we encourage staff to stay in their positions long enough to develop some expertise before transferring.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (*Please Print*)

SIGNATURE

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (*Please Print*)

SIGNATURE

DATE